

*Next Meeting – March 11, 2008 – 2:00 PM
Appoquinimink State Service Center
Middletown, Delaware*

**GOVERNOR'S COMMISSION ON COMMUNITY BASED ALTERNATIVES
FOR INDIVIDUALS WITH DISABILITIES
HOUSING SUBCOMMITTEE MEETING
February 12, 2008 – 2:00 PM
APPOQUINIMINK STATE SERVICE CENTER
MIDDLETOWN, DELAWARE**

PRESENT: Daniese McMullin-Powell, Co-Chair; Sandy Tuttle, Co-Chair; Nate Beasley, IRI; Lisa Becker, CDS; Kim Brockenbrough, DSHA; Marlena Gibson, DSHA; Brian Hartman, SCPD, DLP; Patricia Kelleher, The Arc; Lottie Lee, DMS-DHSS; Valerie Miller, DSHA; Susan Starrett, Homeless Planning Council; Kyle Hodges, Staff and Linda Bates, Support Staff

ABSENT: Marguerite Ashley, NCC; Carol Barnett, DSAAPD; Merton Briggs, NAMI-DE; Regina Byers, SCPD; Kate Cowperthwait, NMSS; Pete DeKuncheck, Chimes; Lorraine DeMeurisse, Deutsche Bank Trust Co; Micki Edelsohn, Homes for Life; Ron Engard, GACEC; Tony Francioni, DOL/DVR; Karen Horton, DHSA; Cliffvon Howell, DSAMH; Yolanda Jenkins, DSCYF; Bill McCool, UCP; Kirsten Olson, Connections; Victor Orija, DASSPD; Tina Riley, Delaware Housing Coalition; Elizabeth Schantz, Consumer; and Paula Voshell, DSHA and Pat Weygandt, DDDS

GUEST: Rita Landgraf, Co-Chair, DPC Governor's Task Force

CALL TO ORDER: The meeting was called to order at 2:07 PM.

ADDITIONS OR DELETIONS TO THE AGENDA

- None.

APPROVAL OF MINUTES

Motion was made, seconded and approved to accept the December 11, 2007 meeting minutes as amended.

BUSINESS

Overview of Assessment and Discharge Planning Groups

Rita Langraf gave the following overviews on the current Mission and Goals of the Assessment Sub-Committee of the Governor's Commission and the draft of Exemplary Practices in Discharge Planning hand-outs.

Goal VII of the Commission Goals (Assessment document): Develop Common Assessment Domains for Eligibility and Care Planning—this goal came from the Governor's Commission side and the development of the Discharge Planning Workgroup.

Background: The Governor's Commission hired a consultant back in 2006 to work with the Assessment Subcommittee to come up with a Strategic Plan relative to assessment. When the Governor's Commission met, goals were approved for the entire Commission. Out of that, Goal 7 was derived which is the goal that the Commission worked off and is identifying progress moving forward. The other goals will be revisited as part of this work after Goal 7 has been accomplished. However, some of the information from the 5 year Strategic Plan as an Assessment Committee does fall into place as part of the Exemplary Practice in Discharge Planning. This document is being used as a working document and where they feel it is appropriate (because assessment is part of discharge planning protocol) they will apply it to this document and also a second document on how to implement this philosophical document.

Objective: Letter D. Establish a discharge planning workgroup.

In March 2007, the charge has been working on the Discharge Planning workgroup. The charge of this group was to establish itself and then to identify and evaluate current discharge protocols, research best practices and then refine discharge protocols for individuals with disabilities. The draft Exemplary Practices in Discharge Planning document has been circulating—the Governor's Commission reviewed this draft in December as well as the DE Interagency Council on Homelessness. Based on content, it has been approved as far as the philosophical outline of the Discharge Planning. Some areas will need to be tweaked; however, content will not be changed. This document goes back to the Commission on March 5. Rita emphasized that this is a position paper on Exemplary Discharge Planning and does not go into detail how the elements would be implemented. The template that was used came from the U.S. Dept of Health and Human Services/Substance Abuse and Mental Health Services. Rita feels that this was seen as a National/Federal agenda to get everyone to view Discharge Planning from a Government entity in the same mindset. However, things were crafted as more Delaware specific; but it is part of a bigger initiative at the Federal level.

Exemplary Practices in Discharge Planning document—

Page 2. Roles and Responsibilities in Exemplary Discharge Planning.

A. Mission

Rita added that this had to also deal with people that are incarcerated; as well as youth who are going from a child support system into an adult support system.

B. Community Responsibility

Rita added that when they get to the implementation stage this will probably be the committee's priority. This is also a priority of the Assessment sub-committee to look at people who are currently in facility-based care as opposed to those who are in a group home. In the beginning, the purpose will be to address people who are in long-term care facilities.

Rita added that part of the MFP addresses discharge planning so the approach should be consistent.

Page 3. #1

Rita added that we need to know how we are going to deal with this planning process as people are transitioning out.

#2.

Rita added that recognizing that some people who do remain transient, we should do everything in our ability to address that issue and try to support them as part of the discharge planning process.

C. Team Approach to Discharge Planning

Rita added that a Team Leader must be assigned as the overall person for monitoring purposes to ensure that plan of discharge occurs appropriately. When the Implementation Plan is drafted, you will hear how this will be implemented.

D. The importance of the Team Leader.

Rita added that this will be called out in a more deliberate way as they go through the implementation phase.

#7.

Rita added that the life-span transitioning will be looked at as well. If they know at that time that a person may need additional assistance later, that will need to be made a part of the plan of care. Therefore, this gets tweaked so they are there to provide that assistance before they find that the person is needing to return to facility-based care.

Page 6. E. Information Systems and Tracking

Rita added that at a per person level, they really want to be able to tweak systems and tracking so it becomes a systemic reform change that may be needed —may it be additional housing, services or funding. This was done by some degree through Passport to Independence by moving people out of long-term care facilities into the community where there were gaps. However, it needs to be put in one big database to tweak it back

out into a resource development project. The Assessment Report done by the consultant does address that in some manner.

F. Incentives and Flexibility

Rita added that they want to look at providing incentives for collaboration and support.

Page 7. G. Government and Other Funding Agencies

#3

Rita added that both the Delaware Interagency Council on Homelessness and the Commission will have the responsibility of monitoring the effectiveness of discharge planning. This will be Phase 2 of the plan.

Page 8. II. Elements of the Plan

A. Individual Involvement and Cultural Competence

Rita added that the individual must play a key role in the re-entry process.

B. Housing, Health Care and Treatment

Rita added that “safety issues” was added as the individuals need to be in a safe environment.

D. Personal Support and Life Skills Education

Rita added informed choice is important in explaining their risk factors and how they are going to be supported by the support network.

E. Timing of the Plan

Rita added that the most important element that the planning begins immediately on an individual’s admission into an institution, long term care facility or any other restricted environment.

F. Difficult Cases

Rita added that persons that were non-complaint should not be eliminated from services.

Page 11. III. Collaboration and Partnerships

Rita added that this needs to be collaborative within government and the private/public sector as well as the individual’s level.

Rita also added now they are talking now about how to institutionalize the levels of collaboration—is it done by legislation, memorandum of understanding or is a combination of the two. This will be Phase II of this work. Rita and her co-chair Cathy McKay are meeting now to discuss what they believe should be the elements of the implementation phase. Assessments tools will be looked at as well as the data phase for tracking. After the next implementation phase is looked at, a press conference may be hosted in regards to the document. A pilot program could be done as a part of the implementation process. Kyle suggested having MFP as pilot since it is cross disability. Rita also said that buy-in support is going to be needed from a high level of leadership—cabinet secretaries, etc. The final draft is due on March 6.

Brian added that he would not exclude the possibility of having some general legislation to address some of the concepts as opposed to just doing pilot programs. Some of the standards of DPC statutes say that you will involve the receiving agency in the planning process. Use the statute as a standard and then enforcement is another issue. Bring a facilitator or advocate with you for good support. Cathy and Rita will talk about having a subcommittee on this. Kim added that Sandy Johnson wants to be involved legislatively this year and will have her legislative person review any draft legislation.

E-Housing and Housing Locator Programs

Kim gave the following overview. An electronic waiting list has been established for individuals living in Kent and Sussex Counties. Now you can apply on-line for housing in Kent and Sussex Counties. You can apply for housing in different ways—1) come to a DHSA office and print the application and send it back; 2) call a toll-free number and have an application sent to you; or 3) you can apply on-line. The application addresses the Moving to Work program; different types of housing; how to apply, disclaimers (how they set priorities; how they screen people, rights and responsibilities of people; keeping information private, and if people are denied, what their right is to appeal). There are certain defaults set for people who are elderly, disabled or have a language barrier. There is a section to complete with information (e.g. names, birthdates, sex, relationship to the applicant) for all the people who will be living in this household under this application. There is a section asking about your disability. Also a section about other preferences—if you live or work in Kent or Sussex County and what type of unit you would require. Kim added that in this section, she does not know what “separate bedroom” means. Kyle added that at some point you may want to look at “barrier free” to see if people know what that means. Kim added that this may need to be defined with a pop-up box.

When this electronic wait list was being established, it was decided by DHSA not to indicate what number you are on the waiting list, due to preferences and priorities of the individuals. It was added that it may help to include on the waiting list that your number could shift on the waiting list due to preferences.

Kim added that they are looking for people who need housing and living in Kent and Sussex Counties to test out this program. Kim added that in terms of discharge planning, if there are people that are living with their parents or living in institutions that are going

to be needing housing in the next two years, to apply now. It was added that the MFP group could benefit from knowing about this application process.

Valerie Miller from DSHA gave the following overview on an “Affordable & Accessible Housing Locator” hand-out.

As of this week, the Housing Locator is now up and running and is located on the State Website. The Locator is a free on-line service for DE residents or anyone interested in moving to DE. This service allows you to search for an individual’s needs; contains over 200 properties (some with pictures) across DE and provides other helpful resources. You can begin the search by location, accessibility features, occupancy type or number of bedrooms. The accessibility features offer descriptions with images and asks you if you need a fully or partial (e.g. wider doors) ADA compliant house. For location, there is a link to mapquest provided. Also, another resource is an income page that includes a worksheet on what is affordable for you based on your income. Other resource links which are listed as Helpful Tools are moving cost, moving checklist; how to find the school district (only in New Castle Co. now); HUD renter help; Delaware Helpline; ADA Act; Center for Renters’ Rights; DE Housing Coalition; DE Landlord & Tenant Code and Community Legal Aid. The DSHA’s mission is included.

Valerie added that they are working on the ADA units; and also units that can be adaptable to an individual’s needs (e.g. first floor units). Valerie encouraged everyone to check this on the DSHA website.

JFC & NCCo Hearings

Daniese gave testimony at these hearings. Someone else attended and gave out brochures on Universal Design. Sandy added that we should look at getting other public housing authorities involved.

Status of FY ’08 Goals/Objectives

Sandy stated that the target for the next meeting will be to read the December minutes and for the owners to be prepared to give their reports on the status of the goals. Kyle, Daniese and Sandy will get together to discuss the objectives for the next meeting.

Housing Coalition and Housing Policy Roundtable

Kyle referred to the hand-out in today’s packet. It was previously discussed for the Committee to possibly get involved in the Housing Roundtable Committee under the Housing Coalition as an alternative to developing a taskforce that includes architects, builders, etc.. Kyle contacted Ken Smith who gave Kyle a membership list. The Housing Roundtable committee meets the second Tuesday of every month. Ken Smith is very receptive to having someone attend from this committee to see how we could better collaborate. Kyle will coordinate with Sandy and Daniese to see who will attend from

this committee. Susan, Pat and Kirsten are members of the Housing Roundtable Committee.

ANNOUNCEMENTS

Susan announced that the Homeless Planning Council's annual meeting is on March 11 at the Dover Sheraton in the morning. The meeting is free—just let Susan know if you would like to attend. Kyle will send out the agenda via e-mail to all.

Sandy announced that she is retiring from Easter Seals on February 29; however, she will be consulting for Easter Seals until December of 2009 and will still be co-chairing this Committee with Daniese.

ADJOURNMENT

The meeting was adjourned at 4:15 pm.

Respectfully submitted,

Kyle Hodges
SCPD Administrator

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